



MINUTES

Meeting Date & Time Location	EBED Trustee Meeting 30 July 2020 at 16.00 via Zoom	
Attendees	<p>Andy Margetts – Chair (AM) Terry Hewett – Trustee (TH) Gillian Fawcett – Trustee (GF) Giorgio Provenza – CEO (GP)</p> <p>Apologies - Mary Sharp – Trustee (MS)</p>	<p>Dom Wilson – Trustee (DoW) Michael Hill – Treasurer (MH) Donna Wright – outgoing CEO (DMW) Douglas Wright – Trustee (DBBW)</p>

1 – EBS

- Progress was evaluated. In particular, DMW reported:
 - testing with teachers and students has now commenced and will be extended next week;
 - progress on the entrance portal website was slow with much still outstanding;
 - proof reading of materials was ongoing;
 - there was still a lot of formatting work to be done. DMW has produced a list of necessary work and will assist in its completion next week;
 - lesson five is not yet fully developed;
 - there are some major stylistic differences between authors and some conforming is required. In addition, bridge technical checking is also running behind. GP is now involved and DMW will involve MS as a matter of urgency as soon as she returns from holiday next week;
 - Jacks Morcombe is lined up to start production of the tutorial video;
 - the possible need for additional resources was discussed and trustees volunteered to assist with reviewing and checking as required if DMW and the production team need help;
 - overall, progress was not where we had hoped it to be at this stage but the addition of the two-week review period before the official launch should give adequate time to complete the work in what has been an ambitious project with a demanding timescale.

2 - Finances

- MH reported that, following the production of the Q1 management accounts, he had now had a conversation with the EBU Treasurer. The EBU has just announced it is making three staff redundant and still regards it as too early to commit to a resumption of donations but the situation will be reviewed again in a month's time;
- Ahead of his formal report to the September board, MH summarised the newly-available Q1 results which showed a deficit of c.£19k which was slightly better than had been assumed in the C-19 emergency projections as there had been some book revenue (£3k) and EBTA renewals had generated £16k (some of which was assumed to arise in Q2 in the C-19 analysis). There had also been some overhead savings from the apportionment formulae in the shared services agreement with the EBU which had been passed on;
- AM suggested the charity should not rely on the resumption of donations in the current financial year and plan accordingly. He will discuss the implications of this further with GP at the Quarterly



Review (13 August) and report back to the board;

- AM noted that with the actions taken so far, on a run rate basis, it appeared the charity was losing about £40k plus any one-off expenditure per quarter offset by any revenue generated. The reserves at 30 June stood at approximately £300k. It was also noted that Q2 would contain the marginal EBS setup costs (authorised up to £10k) and the additional costs associated with the CEO handover.
- GF reported that the EBU's financial position was if anything not as bad as they had feared. Their planning assumption is that they will need to survive on the assumption that the restrictions currently preventing F2F bridge will last to the end of the year.

3 – Other matters

- Green Book Teachers' Notes and Hands production is nearing completion and the physical books are now in stock ready for the impending launch;
- The addition of a field to show those teachers offering on-line lessons on the teacher database can go live once a workbooks upgrade has taken place in a fortnight's time;
- DMW reported she had persuaded Kings Park (the venue of the cancelled JTI course) to roll forward our c.£1,000 deposit to apply to next year's event;
- The first CTT course designed for on-line teaching using EBS to be run by DBBW is now confirmed for 5th/6th September to replace the physical course in Basingstoke; and
- GP will verify with our insurers that F2F teaching done by teachers in compliance with government guidelines will still afford cover on normal terms and add clarification to the wording on the EBED website.

4 – Next meeting

- The next board call will take place at 4pm on Thursday 6 August. There will be no meeting on Thursday 13 August as the Quarterly Review is taking place that day.

MEETING CLOSED at 16.50